

ARKANSAS AGENCY TRAVEL CARD PROGRAM

BUSINESS TRAVEL CARD (BTC)

(Individual Traveler Cardholder)

ROLES, RESPONSIBILITIES, and PROCEDURES

Introduction

The Arkansas Department of Finance and Administration, (DFA) Office of State Procurement (OSP), State Agencies and Institutions of Higher Education have developed and implemented the Arkansas Agency Travel Card Program for employees that have valid business related travel expenses. The Office of State Procurement has responsibility for the development of policy and procedures. Agencies and Higher Education Institutions are responsible for the development of procedures consistent with state policies implementing the program.

In October 2002, the State of Arkansas entered into a partnership with UMB Bank (UMB), Kansas City, Missouri, to be the official provider of a VISA Commercial Card Program as the State Travel Card. Cardholders use the Card for any authorized travel related expense at any establishment or merchant that accepts the VISA Card.

The Arkansas Travel Regulations govern most aspects of the State Travel Card program.

Some of the benefits, features and services of the program are:

- The UMB Bank VISA Commercial Card is accepted at more than 24 million merchants worldwide
- The Card eliminates the need, or greatly reduces, the use of a personal credit card for business travel, freeing up personal credit and credit limits
- Reduces out of pocket expenses for State travelers
- VISA Travel Emergency Services 24 hours a day /7 days a week
- Primary Coverage Auto Rental Insurance (for business rentals)
- \$500,000 Travel Accidental Insurance*
- \$1,250 Baggage Insurance
- No Annual Fees
- 24 hour/7 day automated account inquiry
- Internet account access at
<http://www.umb.com/personal/automated/ccDirect.html>
Check your UMB charge card balance statements, view transaction, and make a payment to your charge card account
- Cash advances are not allowed on the State of Arkansas Agency Travel Cards

*The Travel Accident Insurance does not cover lost of life from and act of "war" or "Terrorism".

ARKANSAS AGENCY TRAVEL CARD PROGRAM

BUSINESS TRAVEL CARD (BTC)

(Individual Traveler Cardholder)

ROLES, RESPONSIBILITIES, and PROCEDURES

Travel Card Administrator or Manager and Travel Card Coordinator Responsibilities

- Review, authorize and process new applications
- Cancel cards of individuals who are no longer State employees, that misused the card, or the card is suspended for any reason. Accounts which payments become 60 days or more delinquent are automatically canceled.
- Cancel cards that have not been used for 12 months.
- Review management reports provided by UMB
- Assist in development of rules and procedures

Requirements to be a Cardholder

In order to apply for and maintain an official Arkansas Agency Travel Card, the requestor must be a full time employee of the State or University and meet any of the following criteria:

1. Spends more than \$250 per year on travel, or
2. Travels within the state twice per year, or
3. Travels out of state once per year.

These criteria are minimum and must be met annually.

The employee must have a completed agency/institution authorized application for a business travel card. Card controls are set at the program level to restrict purchasing to State authorized guidelines. The agency may further restrict the use of Travel Cards to employees based on agency policy. UMB Bank will make a credit review on all applications prior to issuance of any card.

By applying for and receiving an Arkansas Agency Travel Card Program Card the employee understands and agrees to the following guidelines:

- The Arkansas Agency Travel Card Program is intended for valid State or University business travel related expense (for example, business related air travel, car rental, hotel charges and meals.)
- The Card is approved by the card provider based on the employee's personal credit qualifications, and consequently, the Card is issued with the employee's individual liability according to the terms and conditions set forth by UMB Bank.
- The employee is responsible for paying all charges on the monthly statement according to the terms of the cardholder agreement. To receive reimbursement for business travel expenses incurred on the travel card, the employee must submit a complete and authorized travel request (along with other supporting documentation)

ARKANSAS AGENCY TRAVEL CARD PROGRAM

BUSINESS TRAVEL CARD (BTC)

(Individual Traveler Cardholder)

ROLES, RESPONSIBILITIES, and PROCEDURES

- The Card provider will suspend use of the Card if the cardholder does not pay the monthly bill according to the terms of the cardholder agreement. This is a balance-in-full account. Therefore, the account balance must be paid in full within 30 days of monthly billing. The provider will suspend past due accounts automatically when the account is 60 days delinquent and a replacement card will not be issued to the individual employee. If accounts are consistently paid late, or cardholder misuses the card, the Travel Administrator or Manager will notify the OSP Travel Card Program manager and the card provider and request termination of the card.
- Cardholder accounts that are 60 days past due will be charged interest per the cardholder agreement.
- The Card will be cancelled upon termination of employment, including retirement. The card will be terminated when; an employee changes to a work assignment that does not require travel, relocates to another State Agency or University work place or the cardholder is 60 days past due in payment of the card balance..

Auditing the Travel Card Program

The Travel Card Administrator, Manager, agencies and universities internal auditors and external auditors may conduct periodic reviews of the Arkansas Travel Card Program and any cardholder activities.

NOTE

The Arkansas Agency Travel Card shall be used for official travel only. No personal use of the travel card is permitted. Personal use of the card may result in cancellation of the travel card and may result in disciplinary action. Personal charges made in conjunction with official travel that cannot, for practical reason, be charged separately are not a violation of this policy. The State or University will not reimburse the cardholder for any such incidental personal charges.